



OLDMACHAR COMMUNITY PRESCHOOL COMMITTEE

Note of Meeting Tuesday 27th February 2018, 7pm

Present – Karen, Kathryn, Hannah, Laura, Callum, Gemma, Tina, Barry

Apologies – Tamarra, Ling, Gemma B, Helen, Barbara

1. Note of Previous Meeting

- Update on Actions

Action updated and actions closed where complete.

2. Matters Arising

Before the start of the general committee meeting there was a discussion regarding a potential wage increase and change of hours for a member of staff. The decision was put on hold until accounts could be looked at more thoroughly. Following the meeting on the 27th the wage increase and change of hours was agreed by core committee members.

If we are going ahead with the garden project we should get a couple more quotes for astro turf as so far we have had two of varying degrees. We are still unsure whether we need to lift the rubber flooring prior to laying the astro turf or not. There is money available in the fundraising account to cover this as long as the quote is reasonable.

3. Manager's Report

There was a planned visit from the Care Inspectorate on Monday 26th February. The visit went very well and the member of staff from the CI was very happy with how the Preschool is performing and how it is run. The CI have strongly suggested that the Preschool should look to offer full day sessions for children (8.30am -3.30pm). This would allow Preschool to fulfill the upcoming doubling of free childcare hours and would also allow more time for child observations. The Preschools registration will be updated to reflect that children can come all day. A questionnaire is to be drafted and sent to all parents to get a feel of how popular this would be.

4. Treasury Report

Laura and Barbara still sorting through accounts. There is a lot to be done. Requisition forms should be started to make keeping track of finances easier.

5. Building Maintenance Report

A new bulb is required for one of the strip lights. The slates may need work. Second opinion needed.
A new storage container is needed for outside to replace broken one.

6. Grufallo Hunt

Tickets are now sold out. Signs have been prepared to guide people around the route. Gazebo has been kindly donated for the day from Karen. Some helpers will be required on the day.

7. Maternity Leave

Karen (Chair) and Kathryn (Secretary) are both due to go on maternity leave around May/June. We are seeking two new people to take over these roles ideally from April time so that a job share/handover can take place. Letters will be sent out to all parents and posts will be put up on Facebook seeking volunteers.

9. Any Other Business

It is very important that children are dropped off sharply for their session. This allows for plans to be made and outside trips/walks to be organised. A reminder will be put in the newsletter.

The security code for front door needs to be updated. Hannah to look into this.

A lockable desk is required for the office to store the CCTV footage. Only Gemma and Tina will have the code for this.

10. Date of Next Meeting – Tuesday 27th March, 7pm